

CORE USERS - AGENCY



Day 1 Checklist

- ☐ Register for Cardinal HCM access (if necessary)
- ☐ Log into Cardinal HCM at my.cardinal.virginia.gov
- ☐ Review applicable personal information, such as name, address, direct deposit account, leave balances, job data, and health benefit coverage ([job aids](#))
- ☐ If you received a communication from the Cardinal team regarding manual updates (see below), complete as instructed
 - ☐ Manual Updates for Employees in Layoff Status
 - ☐ Manual Updates for Employees with Foreign or Missing Addresses
- ☐ Enter any transactions held during [freeze period](#)
- ☐ Validate converted data as instructed by your agency
- ☐ Review the [Expense Employee Profiles](#) communication regarding data synced from HCM to FIN (if applicable)
- ☐ Watch applicable [Cardinal Videos](#)
- ☐ Review [Cardinal HCM Support Guide](#) and [available resources](#)
- ☐ Communicate issues to your manager/supervisor and/or agency administrators

Payroll/TA Agencies

- ☐ If you are required to complete a timesheet in Cardinal, submit your time as instructed by your agency
- ☐ In preparation for the first paychecks out of Cardinal, review the “[Understanding Your Paycheck](#)” guide (if applicable)
- ☐ If you are responsible for approving time/payroll, review the [timesheet approval deadline and payroll confirmation dates](#) and make sure employees are aware
- ☐ If your agency interfaces time to Cardinal, review the output results on Sunday, October 3